Paying your Fees with Credit Card

A Guide for Students
How to Pay your Fees with a Credit Card

These instructions are for students who currently have outstanding fees and would like to make a payment using a credit card. To pay your fees go to the ANU Student Gateway: [http://www.anu.edu.au/](http://www.anu.edu.au/). Select Current Students and then press the ISIS button.

Use the **STUDENT ID NUMBER** and **PASSWORD** given to you to LOGIN. If at any time during your session ISIS times out, you will need to refresh your browser in order to log back in.

Select **Charges to Pay** using the drop down menu.
This is found by selecting **Main Menu (compass button in top-right corner of page)** > **Navigator** > **ISIS** > **Account Details** > **Charges to Pay**
This will display the fees you currently have outstanding. Select the Make a Payment button to continue. If any details are incorrect, please contact Student Central at student@anu.edu.au or 135 ANU (268) for assistance.

Select the Dialect Logo in the Pay By Credit Card section.
Enter the amount you would like to pay and then select Pay Now. This will take you through to a secure portal where you will be able to enter your credit card details. It will automatically fill the full amount of each of your outstanding fees. You can choose to pay for part of your fees by changing the value shown in the amount to pay option. To set all payments amount to zero, select the clear amounts button.

Select whether your credit card is VISA or MasterCard by selecting one of the logos. Other credit cards cannot be accepted.

Enter your Card Number, Expiry Date and Security Code. Check the purchase amount then select Pay.
The payment will take a few moments to process. Once it has processed it will display whether it is approved or declined. If the payment is declined, a warning message will display allowing you to take further action.

If the payment is successful, you will be redirected to a new page. Select Finalise Payment to complete the transaction.

This will display Transaction Successful once the payment has been completed. You can print your receipt by selecting the Print button. If the transaction was declined, it will display on this screen as Transaction Declined.

You can access a receipt of your payment at any time in ISIS by selecting: Main Menu > ISIS > Account Details > View Receipts